

CHAPTER 6
LIBRARY SERVICES AND CONSTRUCTION
ACT (LSCA) GRANT PROGRAM

[Prior to 3/30/94, see Cultural Affairs Department[221], Library Division[224] Ch 6]

286—6.1(256) Description. The Library Services and Construction Act (LSCA) Grant Program is an annual, federally funded, competitive grant program which provides assistance to local libraries and library programs in Iowa. The LSCA program is authorized by P.L. 101-254 (1990) and consists of Titles I, II, and III.

6.1(1) Title I grants. Title I grants assist public libraries by:

- a. Extending public library services to areas and populations lacking these services;
- b. Improving public library services to ensure that these services are adequate to meet the needs of specific areas and populations;
- c. Making public library services accessible to individuals who are disadvantaged (e.g., handicapped, age, literacy level, limited English-speaking proficiency) at the same levels such services are made available to the public;
- d. Improving public library service through effective use of technology;
- e. Strengthening state library programs for public libraries.

6.1(2) Title II grants. Title II grants assist public libraries in the construction, renovation, and technological enhancement of public library buildings.

6.1(3) Title III grants. Title III grants provide funds to facilitate statewide resource sharing between public libraries and other types of libraries.

286—6.2(256) State LSCA advisory council. As authorized by P.L. 101-254 (1990), the state LSCA advisory council shall consist of a minimum of nine members appointed by the state librarian. The council may be enlarged in membership by the state librarian in order to extend representation of the library and information resources of the state.

6.2(1) Membership. The membership of the LSCA advisory council shall include representatives of each of the following:

- a. Public libraries;
- b. School libraries;
- c. Academic libraries;
- d. Special libraries such as legal or medical libraries;
- e. Institutional libraries such as reformatory or state hospital libraries;
- f. Libraries serving the handicapped in the state;
- g. Library users. These users shall comprise at least one-third of the membership with at least one member being a representative of disadvantaged persons.

6.2(2) Duties of the state LSCA advisory council. The council advises the state library on the development of the state plan of library service, including the preparation of annual and long-range programs required by the U.S. Department of Education, and assists the state library in evaluating LSCA programs and activities.

286—6.3(256) Grant process. The state library shall establish one or more application cycles for the LSCA program each year funds are available. The annual competitive grant award procedure for LSCA funds is announced in "Footnotes," the state library's newsletter, and the LSCA grant handbook. Copies of the handbook are available from the state library without charge.

6.3(1) Letter of intent. A letter of intent to apply for LSCA funds shall precede each completed application. Specific instructions on the letter of intent, application form, and annual deadlines are published in the State Library of Iowa LSCA Program Handbook. All letters of intent and completed applications shall be addressed to: Library Development, State Library of Iowa, East 12th Street and Grand Avenue, Des Moines, Iowa 50319; telephone (515)281-4400 or (800)248-4483. All LSCA applications shall be submitted on forms prescribed by the state library.

6.3(2) Eligibility. The eligibility requirements for the LSCA grant program are as follows:

- a. Title I applicants shall be public libraries or organizations incorporated under the Iowa non-profit corporation Act who are applying for funding for projects which will benefit public libraries;
- b. Title II applicants shall be public libraries;
- c. Title III applicants shall be Iowa libraries of all types or nonprofit organizations that are applying for funding for projects which benefit public libraries;
- d. A public library applying for any LSCA grant must have submitted to the state library a copy of its enabling ordinance; a current Public Library Information Survey, which is annually distributed by the state library; and a current Application and Report Form for Accreditation, which also is annually distributed by the state library. Note that a public library is not required to be accredited to be eligible to apply for an LSCA grant, but it must complete and submit the Application and Report Form for Accreditation.

6.3(3) Grants review. LSCA applications are reviewed by state library personnel for determination of eligibility. Eligible applications are reviewed by the state LSCA advisory council according to the schedule in the annual handbook. When the volume of LSCA applications is excessive, peer review teams may assist the council in the evaluation of the applications using the evaluation form printed in the LSCA handbook. Following any preliminary evaluation of the review teams, the LSCA advisory council reviews applications and reports scores and recommendations to the state librarian who shall make final grant award decisions according to the schedule in the LSCA handbook.

6.3(4) Preliminary review team evaluation. The LSCA grant application guidelines outline the criteria used to evaluate applications.

6.3(5) LSCA advisory council evaluation. Applications are evaluated based on the criteria outlined in the LSCA grant application guidelines.

6.3(6) Reporting procedures. All LSCA grant recipients shall submit to the state library documentation of all LSCA project-related expenses and periodic and final project reports as provided for in the LSCA handbook and as required by the U.S. Department of Education. LSCA-funded projects are subject to on-site monitoring by state library personnel.

6.3(7) Notification of award. The state library shall, within 15 calendar days of the decision, notify all LSCA grant applicants of the results of their application.

6.3(8) Informal appeals. Informal appeals shall be made on procedural grounds only. Such grounds include alleged conflicts of interest, unfair or impartial treatment of applications, or procedures not uniformly applied to all applicants. Applicants may, within 15 calendar days of receipt of written notice of decision, request information regarding reasons why the application was not selected in the competitive process.

6.3(9) Informal appeal hearing. A written request for an informal appeal hearing with the state librarian shall be made within 10 calendar days of receipt of information regarding reasons why the applicant was declined funding. The hearing shall be held within 15 calendar days of the date of the request during regular business hours of the state library. The hearing shall be held before the state librarian or such members of a review board as the state librarian designates. The state librarian shall:

- a. Notify the appellant as to the day, hour, and location of the hearing;
- b. Inform the appellant of the right to submit any written documents regarding the application;
- c. Inform the appellant that a spokesperson must be appointed if the appeal involves more than one person per project. The state librarian or designee shall direct questions only to the spokesperson during the hearing. Any other discussion or comments shall be reserved for a closed executive session. No indication of decision shall be given at the time of the hearing;
- d. Notify the appellant in writing of the decision of the state librarian or designee within five calendar days of the hearing.

6.3(10) Formal appeal. A formal appeal of an LSCA decision may be made to the Director of the Department of Education, Grimes Building, Capitol Complex, Des Moines, Iowa 50319, within 15 calendar days of the appeal decision.

a. The appellant's argument should contain:

- (1) The facts of the appeal;
- (2) An argument in favor of the appeal;
- (3) The remedy sought.

b. Appeals will be allowed on the procedural grounds that:

- (1) Staff or review committee acted outside the statutory authority;
- (2) Staff or review committee violated published policy or rules;
- (3) Staff or review committee failed to provide adequate public notice;
- (4) Staff or review committee altered the review or approval process to the detriment of the appli-

cant without adequate prior notice;

- (5) Staff or review committee was influenced to act as a result of a conflict of interest;
- (6) Staff or review committee acted in a biased or unfair manner.

c. The director of the department of education will consider and rule on the appeal after receiving all documentation from the appellant and will notify the appellant in writing of the decisions within 30 days. The decision of the director of the department of education is final except as provided for in Iowa Code sections 17A.19 and 17A.20.

These rules are intended to implement Iowa Code Supplement section 256.51(2) "*b.*"

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